

Cooperative Career Education

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Cooperative Career Education is a balanced educational program involving academic and vocational instruction within the school, complemented by a supervised work experience in related business, industrial, and/or service work stations.

The Cooperative Career Educational programs are open to juniors and seniors who are 16 years-old and older. Typically, students attend school one-half day where they are enrolled in regular classes including physical education, required courses for graduation, and related cooperative career classes. The other half of the school day, students are working in supervised job training stations. Each student is paid a beginning wage for this form of employment and works from 15 to 20 hours per week. Specific District and State guidelines regulate working conditions and hours per week.

One high school credit is given for the supervised work experience and one credit is given for the related class instruction. Each segment (classroom and work) is an annual course. In order to receive one full credit for each segment, a student must complete each annual segment. An LTHS teacher serves as both coordinator and liaison among the school, student, and employer to maintain a rigorous, meaningful, and profitable educational training program for students.

The courses listed below appear twice in the Guide: once under Cooperative Career Education and once under each course’s related department. Career and Community Partnerships I & II are listed under the Family and Consumer Sciences Department (p. 77); Industrial and Related Occupations I & II (IRO) are listed under the Applied Technology Department (p. 46). Students and parents should carefully review course descriptions and consult their counselors and/or Cooperative Career Education coordinators for more information.

North Campus 11-12

Career and Community Partnerships I & II	
• classroom	• work experience

Industrial and Related Occupations (IRO) I & II	
• classroom	• work experience

Cooperative Career Education Guidelines

1. Students should seek employment in a career area that he/she is interested in pursuing after high school. Employment should be more than a “job” – but a career interest.
2. Students are required to stay at their employment for the entire school year, with few exceptions.
3. Students will need to provide employer with proper income tax information (ID, driver’s license, social security number) and identification (birth certificate/passport/documentation)
4. Students will need to seek employment within a reasonable distance from LTHS. Generally, employment should be in the western suburbs and within a 15-mile radius of La Grange. Transportation and parking arrangements are the responsibility of student and parent.
5. Students must be directly supervised by an adult on their job.
6. Students must be able, willing, and available for work Monday through Friday, early afternoon through evening. The majority of the work experience hours should be Monday through Friday. Weekend employment is subject to employment requirements.
7. Students need to be employed on a regular basis throughout the school year, averaging approximately 15 hours per week.
8. Students will be expected to have excellent attendance at school and at work.
9. Students may be dropped from the program for poor attendance at school.
10. All school rules apply to the students on the cooperative career education programs.

- All courses listed under Cooperative Career Education apply toward the Practical Arts graduation requirements.
- **Independent Study** is not available in Cooperative Career Education.

Career and Community Partnerships I

Credit: 2 (cr/nc classroom only) Level: III
 Grade Offered: 11, 12 Annual AT5481
 AT5482
 Work Experience Annual AT6611
 AT6612
 (Students must enroll in both class
 room and work experience.)
 Prerequisite: 16 years-old and approval of parents,
 counselor, and course coordinator

This cooperative career education program is designed to allow the student to gain experience through a part-time paid job in an area such as food services, child care, clothing, hospitality, and/or health occupations. Upon successful completion, students receive two credits annually: one for the class, in which they learn about career choices and the world of work and one for their related work experience. Students are required to work approximately 15-20 hours per week in an approved job. Students and parents are also required to sign a “Student Agreement and Training Memorandum” in which the guidelines are reviewed. See p. 71 for guidelines.

Career and Community Partnerships II

Credit: 2 (cr/nc classroom only) Level: III
 Grade Offered: 12 Annual AT5491
 AT5492
 Work Experience Annual AT6621
 AT6622
 (Students must enroll in both
 classroom and work experience.)
 Prerequisite: Career & Community Partnerships I

This cooperative career education program is designed as a continuation of Career and Community Partnerships I. Upon successful completion, students receive two credits annually: one for the class, in which they learn about career choices and the world of work and one for their related work experience. Students are required to work approximately 15-20 hours per week in an approved job. Students and parents are also required to sign a “Student Agreement and Training Memorandum” in which the guidelines are reviewed. See p. 71 for guidelines.

Industrial and Related Occupations I

Credit: 2 (cr/nc classroom only) Level: III

Grade Offered: 11, 12 Annual AT4311
 AT4312
 Work Experience Annual AT4411
 AT4412
 (Students must enroll in both class
 room and work experience.)
 Prerequisite: 16 years-old and approval of parents,
 counselor, and course coordinator

This course, commonly called IRO, is designed for students who wish to obtain experience in the world of work prior to graduation from high school with the purpose of enabling the student to make a better career choice after high school. The experience must be industrial-occupation oriented. It gives students an opportunity to use skills obtained from courses that they have been taking in high school. The main objective is to develop in each student the abilities, attitudes, and skills necessary to assure a more successful transfer from school oriented activities to adult living. Students and parents are also required to sign a “Student Agreement and Training Memorandum” in which the guidelines are reviewed. See p. 71 for guidelines.

Industrial and Related Occupations II

Credit: 2 (cr/nc classroom only) Level: III
 Grade Offered: 12 Annual AT4321
 AT4322
 Work Experience Annual AT4421
 AT4422
 (Students must enroll in both classroom
 and work experience.)
 Prerequisite: Industrial and Related Occupations I

This course is an extension of IRO I. Students are expected to continue obtaining experience in the world of work within the community. Different occupations may be tried, if desired. The classroom instruction is individualized to meet each student’s personal needs. Experience on the job must be industrial-occupation oriented. Students and parents are also required to sign a “Student Agreement and Training Memorandum” in which the guidelines are reviewed. See p. 71 for guidelines.

CAREER AND COMMUNITY PARTNERSHIPS I & II

This program is designed for students who wish to pursue an interest in the following career areas.

Food Areas	Restaurant management, cook, assistant cook, baker, waiter, waitress, bus person, catering assistant, counter help in a fast-food restaurant/deli/bakery/bagel shop/ice cream shop, grocery store worker (deli/produce/bakery), dietary aide, kitchen-dish room help in cafeteria/hospital/nursing/retirement home
Child Care	Aide in a day care/nursery school, park district recreation program
Health Occupations	Dental/orthodontist assistant, nurse's aide, orderly in a hospital/nursing home
Fashion/Clothing	Stock/sales clerk at a clothing store, sales clerk at a fabric/craft store, dry cleaners clerk
Housing/	Stock/sales clerk at bath shop/furniture store/frame shop
Interior Design	Stock/floor help at housing warehouse, assistant help for a decorator (interior design shop), floral design work, floral shop employee
Hotel Management	Front desk clerk

INDUSTRIAL AND RELATED OCCUPATIONS (IRO) I & II

This program is designed for students who wish to pursue an interest in the technical and industrial career areas.

Auto Technology/	Auto mechanic, technician, auto porter, body/fender auto detailing
Mechanic Service	Service writer, auto parts clerk
Building Trades/ Construction	Carpentry, roofing, plumbing, electrician, glazier, tile installer, painter, masonry, cement/asphalt installer
Electronics Service & Repair	Computer installation and repair, television/radio repair, audio system installation, industrial lighting, and service
Metal Work/Fabrication	Welding, machinist, sheet metal fabricator
Building Maintenance	Commercial/residential maintenance and repairs/HVAC
Transportation/Distribution	Shipping/receiving clerk, equipment repair
Graphics/Design/Printing	Printer, stripper, binder, design layout, photo lab technician
Drafting/CAD	CAD, architecture/machine drafting, blue print reader
Landscaping	Lawn/garden maintenance, tree installation, exterior grounds
Cosmetology	Shampoo person, hair stylist, cosmetology schooling
Small Engines	Repair and service
Computers	Programming and system installation, trouble shooting, graphic design